

LAST REVISED DATE: 11/13/2020

General Information

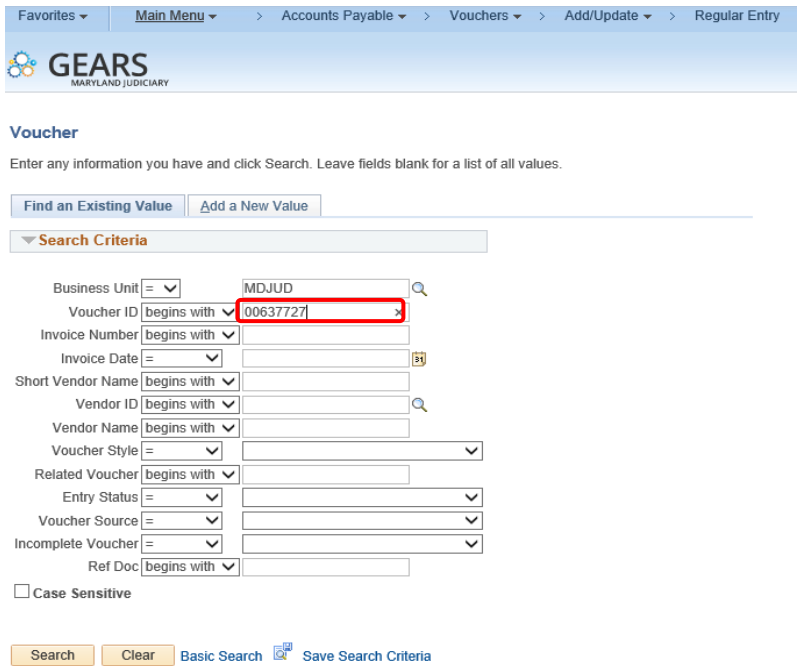
Task	Process Information
Associating a Receipt to a Voucher.	<p>Steps to associating a Receipt to a Voucher that was linked to a PO and not to a Receipt.</p> <p>Note: The receipt must already be created in GEARS first before completing this process and you should have the receipt number</p>

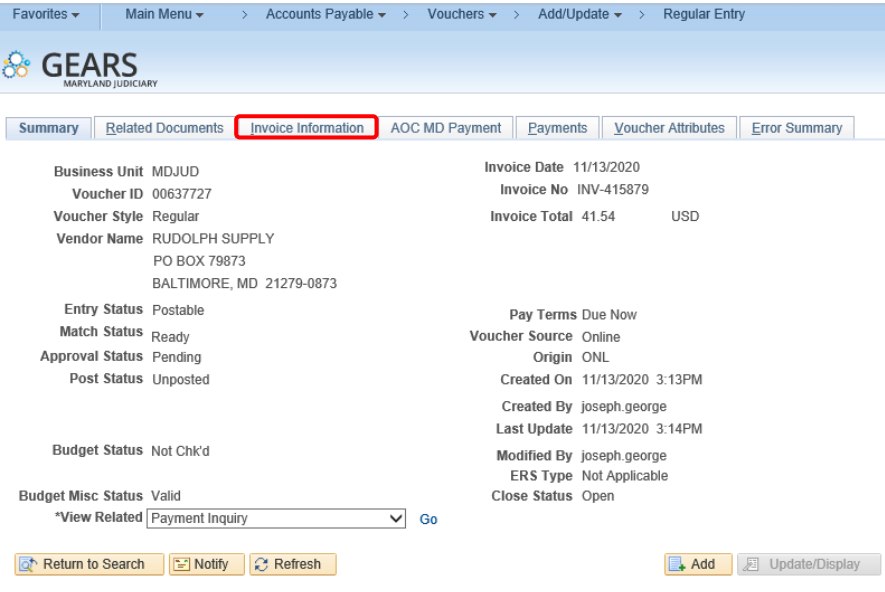
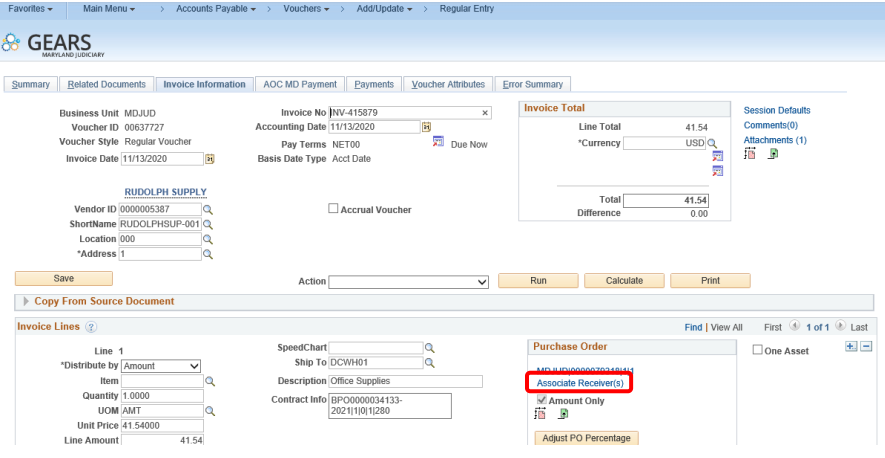
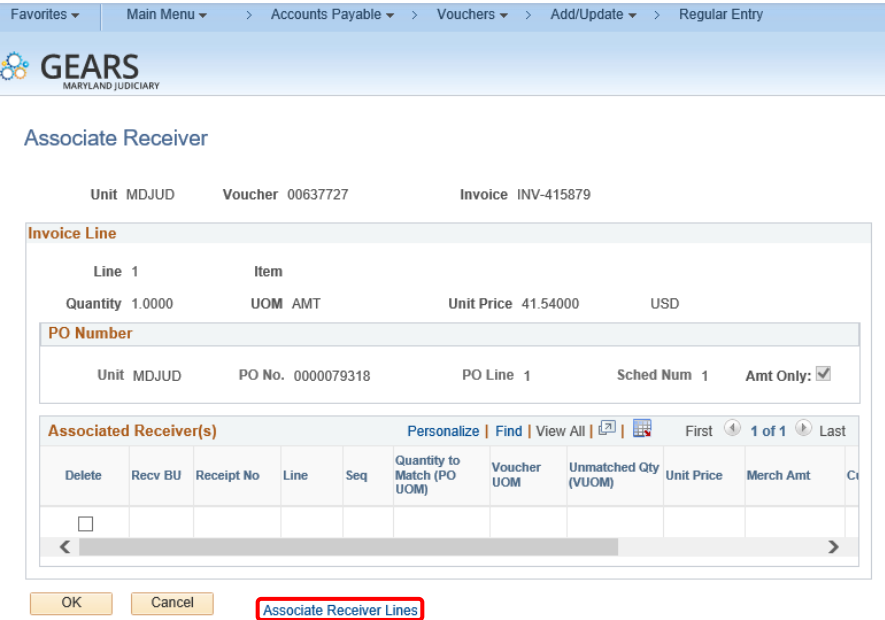
GEARS Navigation

Accounts Payable > Vouchers > Add/Update > Regular Entry	Main Menu > Accounts Payable > Vouchers > Add/Update > Regular Entry
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Process

This document is intended to provide a quick reference to completing standard transactions within GEARS.

STEP	ACTION	DETAILS
1.	<p>Enter the voucher ID that you would like to associate to a Receipt.</p> <p>Then click Search .</p>	 <p>The screenshot shows the GEARS Voucher search page. The 'Voucher ID' field is highlighted with a red box, indicating the input '00637727'. The page includes a navigation bar at the top, a search criteria section with various dropdowns and input fields, and a search button at the bottom.</p>

<p>2.</p>	<p>Click on the tab Invoice Information.</p>	
<p>3.</p>	<p>For each voucher line that you would like to associate to a Receipt, click on the link Associate Receiver(s).</p>	
<p>4.</p>	<p>Click on the link Associate Receiver Lines.</p> <p>Note: If the link is grayed out and looks like this Associate Receiver Lines, you will not be able to click on the link. Please contact DBF to remedy this issue.</p>	

5.

Enter the Receipt number and click

Search

.

Associate Receiver Lines

Unit MDJUDVoucher 00637727Line 1Invoice INV-415879

ItemQuantity 1.0000UOM AMTUnit Price41.54000 USD

PO Lookup Criteria

PO Unit MDJUDPO No. 0000079318Line 1Sched Num 1

Receiver Lookup Criteria

Recev BU MDJUD

Receipt No 0000052579

Search

Ship To

Recev Dt Opt

Case Number

Recev Date

Pro Number

Carrier ID

6.

The details of your Receipt should display below. Select the Receipt by clicking on the and then click

OK

.

Associate Receiver Lines

Unit MDJUDVoucher 00637727Line 1Invoice INV-415879

ItemQuantity 1.0000UOM AMTUnit Price41.54000 USD

PO Lookup Criteria

PO Unit MDJUDPO No. 0000079318Line 1Sched Num 1

Receiver Lookup Criteria

Recev BU MDJUD

Receipt No 0000052579

Search

Ship To

Recev Dt Opt

Case Number

Recev Date

Pro Number

Carrier ID

Packing Slip Number

Details

Select	Unit	Receipt No	Line	Vendor	Vendor	Ship To	Case Number	Carrier ID	Pro Num
<div></div>	MDJUD	0000052579	1	10000005387	RUDOLPH SUPPLY	DCWH01			

OK

Cancel

Refresh

7.

On returning to the previous page, you should see your Receipt information. Click

OK

.

FavoritesMain MenuAccounts PayableVouchersAdd/UpdateRegular Entry

GEARSMARYLAND JUDICIARY

Associate Receiver

Unit MDJUDVoucher 00637727Invoice INV-415879

Invoice Line

Line 1Item

Quantity 1.0000UOM AMTUnit Price 41.54000USD

PO Number

Unit MDJUDPO No. 0000079318PO Line 1Sched Num 1Amt Only:

Associated Receiver(s)


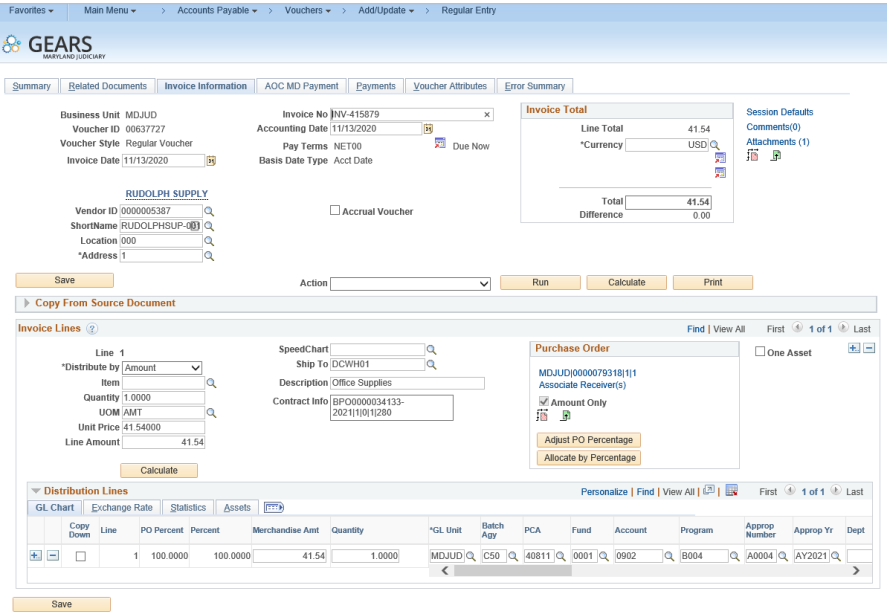


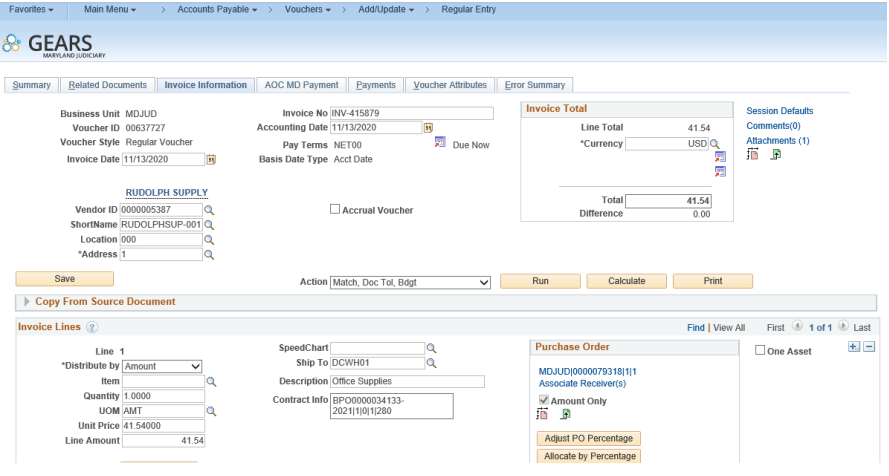
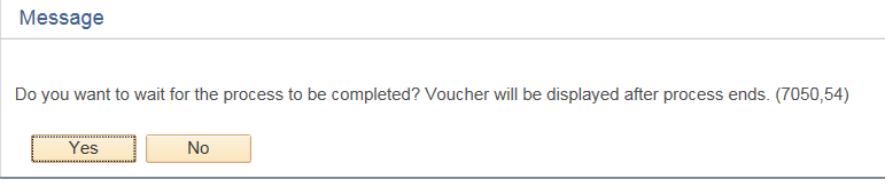
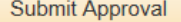
PersonalizeFindView AllPrintRefreshFirst1 of 1Last

Delete	Recev BU	Receipt No	Line	Seq	Quantity to Match (PO UOM)	Voucher UOM	Unmatched Qty (VUOM)	Unit Price	Merch Amt
<div></div>	MDJUD	0000052579	1	1	1.0000	AMT	1.0000	41.54000	41.54

OK

Cancel

Associate Receiver Lines

8.	Click  .	
9.	To match and budget check your voucher, choose the action  and then click  .	
10.	Choose whether you want to wait for the process to finish.	
11.	Click  to submit voucher for approval. Note: Upon a “Valid” budget check, the “Submit Approval” button will become active on the “Invoice Information” tab.	



End of Document